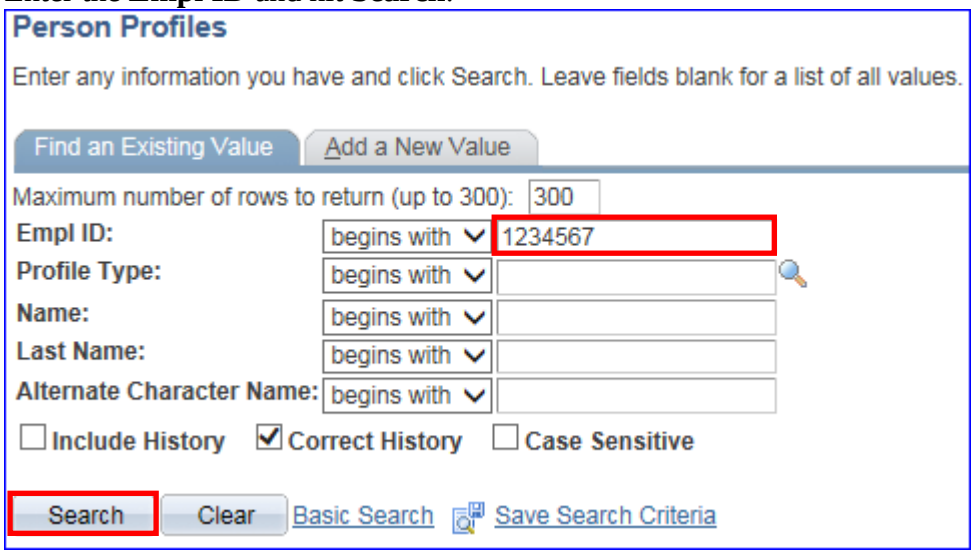
# Adding/Updating Test Results

**Introduction** This guide provides the procedures for adding/updating Test Results in Direct Access. Admin users can also enter graduate school admission exams (i.e. GRE, GMAT, LSAT, etc.) by following the steps in this guide.

**Procedures** See below.

| Step | Action |
|---|---|
| 1 | Select **Person Profiles** from the Person Profile pagelet.<br> |
| 2 | Enter the **Empl ID** and hit **Search**.<br>  |

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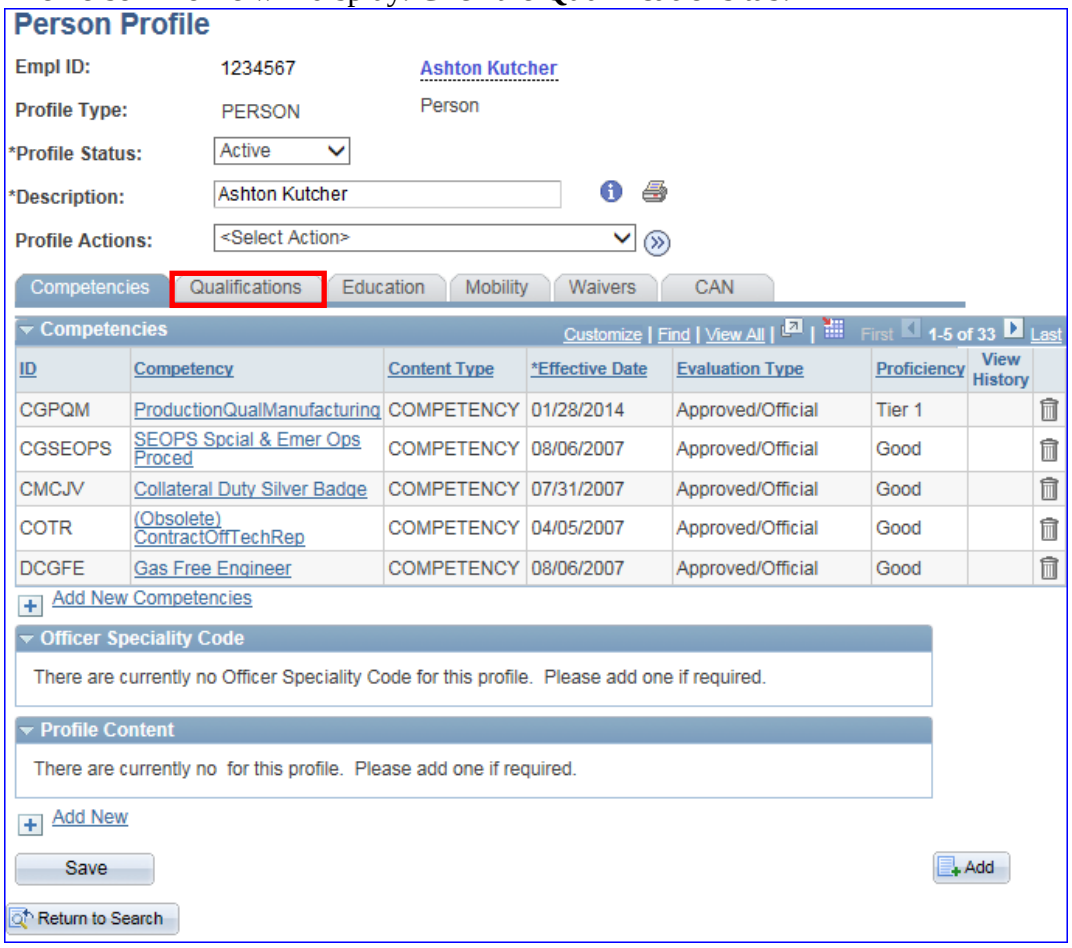
**Procedures,**
continued

| Step | Action |
|---|---|
| 3 | The Person Profile will display. Click the **Qualifications** tab. |

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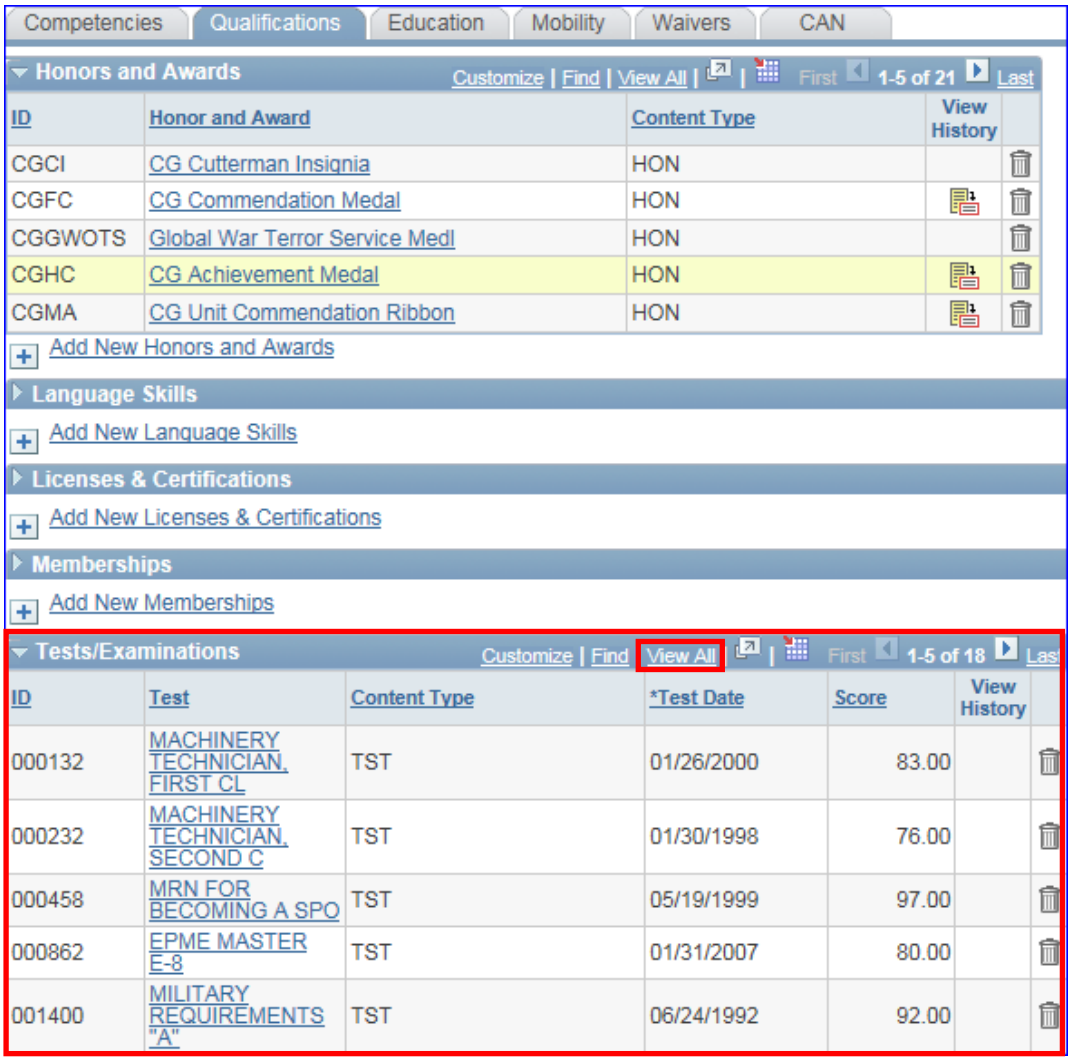
**Procedures**,
continued

| Step | Action |
|---|---|
| **4** | The Qualifications tab will display. Scroll down (if necessary) to the **Tests/Examinations** section. Click **View All** to see all tests/exams. |

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**Procedures**,
continued

| Step | Action |
|---|---|
| 5 | Click the appropriate Test to make changes to existing Test Results. Click on the **View History** ( ) icon to view previous Tests/Exams with the same name. Click the **Trashcan** icon to delete a test/exam (only if erroneously entered). To add a new Test/Examinations, click on the **Add New Tests/Examinations** link. |

**Tests/Examinations** Customize | Find | View 5 | First 1-18 of 18 Last

| ID | Test | Content Type | *Test Date | Score | View History | |
|---|---|---|---|---|---|---|
| 000132 | MACHINERY TECHNICIAN, FIRST CL | TST | 01/26/2000 | 83.00 | | |
| 000232 | MACHINERY TECHNICIAN, SECOND C | TST | 01/30/1998 | 76.00 | | |
| 000458 | MRN FOR BECOMING A SPO | TST | 05/19/1999 | 97.00 | | |
| 000862 | EPME MASTER E-8 | TST | 01/31/2007 | 80.00 | | |
| 001400 | MILITARY REQUIREMENTS "A" | TST | 06/24/1992 | 92.00 | | |
| ASVAB | Armed Forces Qualification Test | TST | 01/01/1951 | 70.00 | | |
| ASVAB_AR | Arithmetic Reasoning | TST | 05/01/2002 | 49.00 | | |
| ASVAB_AS | Auto & Shop Information | TST | 07/01/2004 | 67.00 | | |
| ASVAB_CS | Coding Speed | TST | 01/01/1951 | 52.00 | | |
| ASVAB_EI | Electronics Information | TST | 07/01/2004 | 63.00 | | |
| ASVAB_GS | General Science | TST | 01/01/1951 | 66.00 | | |
| ASVAB_MC | Mechanical Comprehension | TST | 07/01/2004 | 65.00 | | |
| ASVAB_MK | Mathematics Knowledge | TST | 07/01/2004 | 55.00 | | |
| ASVAB_NO | Numerical Operations | TST | 01/01/1951 | 48.00 | | |
| ASVAB_PC | Paragraph Comprehension | TST | 01/01/1951 | 61.00 | | |
| ASVAB_VE | Verbal Ability | TST | 07/01/2004 | 60.00 | | |
| ASVAB_WK | Word Knowledge | TST | 05/01/2002 | 61.00 | | |
| SWEXMSCR | Service Wide Exam Raw Score | TST | 05/01/2010 | 89.00 | | |

+ Add New Tests/Examinations

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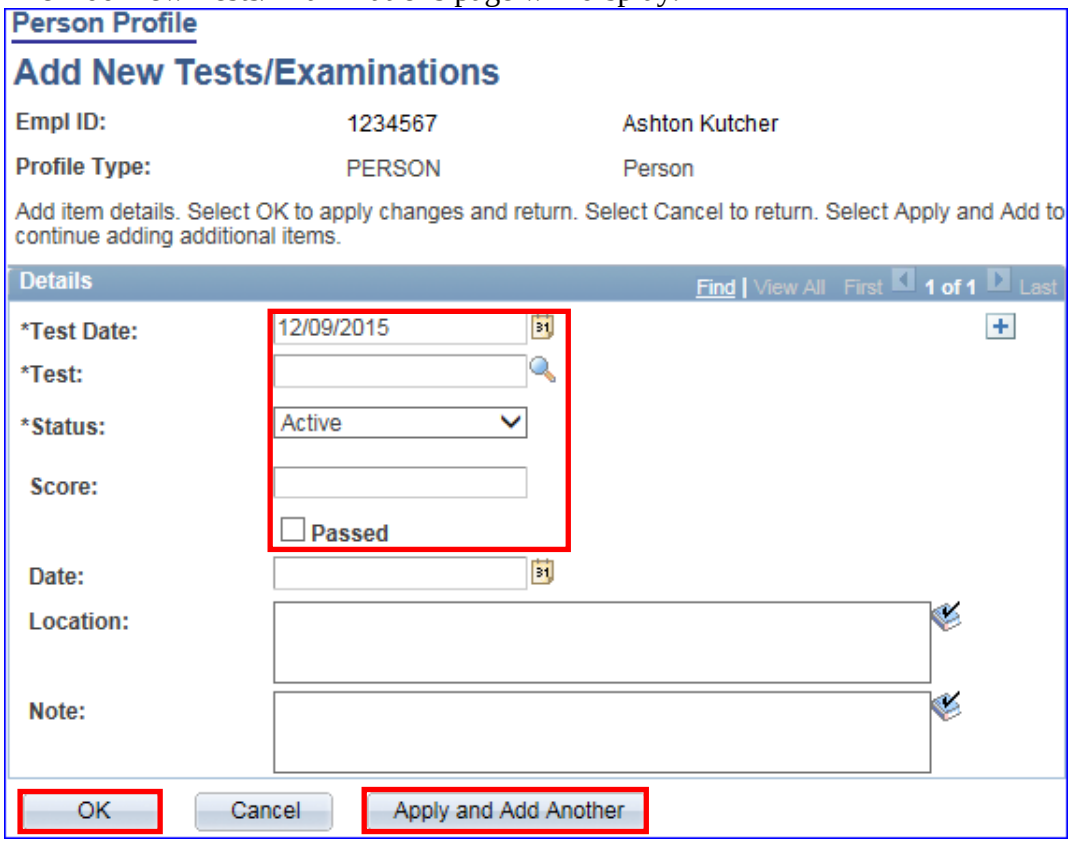
**Procedures**,
continued

| Step | Action |
|---|---|
| **6** | The Add New Tests/Examinations page will display.<br>  <br><br>Update the following fields:<br>• **Test Date:** Enter the date the test/exam was completed.<br>• **Test:** Enter the test/exam number (if known) or use the lookup.<br>• **Status:** Leave the Status as Active.<br>• **Score:** Enter the Score of the test/exam.<br>• **Passed:** Check if the member's score was a passing grade.<br><br>Click **OK** if entering one test/exam or click **Apply and Add Another** if submitting additional tests/exams. |

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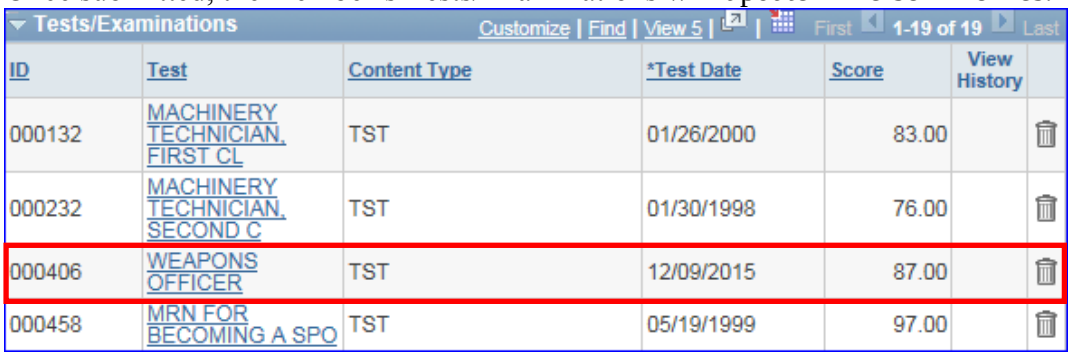
# Adding/Updating Test Results, Continued

**Procedures**,
continued

| Step | Action |
|---|---|
| **7** | Once submitted, the member's Tests/Examinations will update in Person Profiles.<br>  |
| **8** | Click **Save**. |

Tests/Examinations — Customize | Find | View 5 | First 1-19 of 19 Last

| ID | Test | Content Type | *Test Date | Score | View History | |
|---|---|---|---|---|---|---|
| 000132 | MACHINERY TECHNICIAN, FIRST CL | TST | 01/26/2000 | 83.00 | | |
| 000232 | MACHINERY TECHNICIAN, SECOND C | TST | 01/30/1998 | 76.00 | | |
| 000406 | WEAPONS OFFICER | TST | 12/09/2015 | 87.00 | | |
| 000458 | MRN FOR BECOMING A SPO | TST | 05/19/1999 | 97.00 | | |